

## INSTRUCTIONS FOR TEST FEE REIMBURSEMENTS FOR CHRONICALLY CRITICAL SHORTAGE AREA ENDORSEMENTS

The Arkansas Department of Education (ADE) provides licensure test fee reimbursements for licensed educators adding ON OR AFTER SEPTEMBER 1, 2018, one or more of the following chronically critical shortage areas:

- Art (K-12)
- Chemistry (7-12)
- Computer Science (4-12)
- Family and Consumer Sciences (7-12)
- Library Media Specialist (K-12)
- Mathematics (7-12)
- Physics (7-12)
- Spanish (K-12)
- Special Education (all areas)

### MINIMUM ELIGIBILITY REQUIREMENTS

- Currently teach in an Arkansas public school or public charter school
- Complete all coursework requirements for the licensure area (if applicable)
- Add the chronically critical shortage area to a standard Arkansas educator license on or after September 1, 2018
- Submit the online Licensure Endorsement Test Reimbursement Form (link below) to include:
  - A copy of the official score report provided by the testing company showing a passing score
  - A copy of the payment confirmation form provided by the testing company
  - A copy of the unofficial Arkansas Educator License showing the critical shortage endorsement area
  - A completed W-9 Form to include name, home address, Social Security Number, signature, and date

The ADE must receive the reimbursement request within 12 months of the passing test score date. Reimbursements are processed on an as received basis and are subject to funding availability.

<https://acrosser.wufoo.com/forms/critical-shortage-test-fee-reimbursement-form>